

## The Offer

Receiving an offer is the culmination of weeks or months of an exciting journey with all the planning and preparation finally coming to fruition.

Some firms will decide to make an offer after second interview whereas others might choose to wait until after a third, more informal meeting with the associates before making their final decision. We will give you the verbal offer in the first instance and will negotiate your salary and any other package details that need to be specifically addressed on your behalf. We will find out where you sit within the firm's salary band, when the next review is likely to be, what the further package details will include such as, bonus, pension, private healthcare, income protection etc. You should use this stage to air any concerns you may have and to discuss any parts of the offer you are not happy with.

You will then need to confirm your email address and postal address for the written offer to be sent out. At this stage you should hold off resigning until everything is in order with the paperwork. Some firms may require a verbal acceptance before sending out paperwork whereas others may be happy to send out the offer even if you are still undecided (for example, you may have further firms to meet or considering another offer or two). Usually firms will expect a decision within 7-10 working days upon receipt of the offer however, most are very understanding if there are other factors for you to consider that may delay your decision somewhat (relocation issues, other offers etc).

Most firms are more than happy to accommodate any requests you may have, so if you feel a further chat with the head of department or meeting some more associates in the team would aid your decision making process this can be easily arranged. Once you have made a decision and accepted the offer verbally you will need to sign the paperwork and return to the firm (keep a copy for yourself) and resign.

## Resignation

We talk you through every step of this process to make sure you feel as comfortable and prepared as possible about how you are going to approach it. If handled in the right way your resignation will demonstrate a positive and mature approach to your decision.

- We would not advise using your resignation as an opportunity of informing your boss of their managerial shortcomings (however tempting!). If you approach it awkwardly and inappropriately this could lead to negative feeling and you may have to deal with them in the future.
- Think about your boss and their work patterns and decide when you are going to resign. If possible resign later on in the day as it will be nearer leaving time which will give you a natural break (and means that you do not have to be around them for the remainder of the day).
- Plan what you are going to say and be firm yet polite - you have not made this decision without serious consideration.
- It is a good idea to have your resignation letter in your hand when you resign as it will make you feel more assured of your decision (please see the example resignation letter for what needs to be written).
- When giving your reasons for leaving it is best to focus on *you* rather than the firm. Explain how you have changed as an individual and/or your circumstances have changed leading to the move and focus on the positives of the career change.

- Set aside your emotions and remain focused on resigning, rather than justifying your decision. Although you will be questioned about your reasons for leaving you do not have to offer detailed answers.
- Be prepared for a Counter Offer and when it comes, be ready to reiterate your reasons for leaving and the fact you would like them to respect your decision.

### Managing a Counter Offer

- Generally speaking, partners are not best pleased when assistants decide to move on therefore receiving a Counter Offer is increasingly common.
- This is when your current firm attempt to 'buy you back' with a pay rise, a promotion, change of job title and/or promise of future partnership etc.
- It is important to remember your reasons for wanting to move in the first place because after the initial flattery and extra money have lost their appeal, you will feel exactly as you did when you started the job search.
- A Counter Offer that improves your financial package can simply mean you receive your standard pay rise early, plus, once you have handed in your resignation your loyalty and commitment may have been called into question, and as a consequence you could be passed over for promotion.
- A Counter Offer is the most cost-effective and productive solution to your resignation. Persuading you to stay is cheaper than having to recruit for your replacement so it may not be all about you, rather, sound economics.
- National statistics show that nearly 90% of employees who accept a counter offer leave the firm within six months.

### The Letter

5 The Square  
London  
E2 4BB

Thursday, 13 November 2006

Dear Simon,

I write to advise you that I wish to terminate my employment as of the above date giving a maximum of three months notice resulting in a leaving date no later than Tuesday, 13 February 2007. However, early release would be appreciated.

May I take this opportunity to thank you for your guidance, support and training over the last two years. I will be leaving the firm with many fond memories.

Yours sincerely,

David Smith